

Executive Order: No: E-47

Date: 9/29/94

DISASTER POLICY:

In the event of an emergency situation involving a City operation, the Mayor or Mayor's designee may authorize the closing of city buildings, facilities, operations, work units or departments.

Such emergencies may include natural disasters, such as flooding, damaging high winds or tornados or the effects of each; fire, explosions, mechanical failures, building structural damage, or prolonged power outage; critical violent incidents; or other critical incident situations where the safety of the employees or citizens would be placed at risk.

Notification of such closings shall be posted, whenever practical, at the work location, and announced, as appropriate depending on the severity and number of persons affected, on WCCO Radio, 830 AM.

Any City employee who was scheduled to report for work and is either locked out or is prevented from working as a result of the emergency, and is not reassigned to work at another location, shall be dismissed and paid at their regular rate of pay without deduction of accrued time.

The area shall be secured as appropriate. A record shall be kept of the names of the employees who were paid, but were prevented from working, and any overtime worked related to the emergency.

Attempts shall be made to reassign employees to another work site. When employees so affected are not reassigned after the immediate emergency, normal work rules regarding lack of work shall be observed, including possible layoff with no pay.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

Lee Turchin – Office of Human Resources
(651) 266-6517